

STATE OF NEW HAMPSHIRE
OFFICE OF THE ADJUTANT GENERAL
STATE MILITARY RESERVATION
CONCORD, NH 03301-5353

NHAG-SPMO

8 May 1991

SPMO REGULATION
NO. 910

SICK LEAVE FOR ADOPTIVE PARENTS

1. GENERAL: This regulation implements the sick leave for adoption program authorized by Office of Personnel Management (OPM). It is applicable to New Hampshire National Guard Technicians only. This regulation expires 30 September 1991.

2. PURPOSE: The purpose of this regulation is to put adoptive parents in the Federal workforce on a more equal footing with biological mothers, who are currently allowed to use sick leave for pre-natal doctor visits.

3. PROCEDURES:

a. Application to participate in sick leave for Adoptive Parents Program:

(1) An employee who intends to adopt a child may make written application to the SPMO by letter, through supervisory channels, to become a participant in this program.

(2) Each application will be accompanied by the following information concerning the applicant:

(a) The name, position title, and grade or pay level of the potential participant.

(b) A brief description of the procedures that will be followed, i.e., State or Federal agencies, courts, etc..

(c) Approximate amount of leave that will be required.

b. Approval of application.

(1) The SPMO will review an application to participate in the Sick Leave for Adoptive Parents program.

(2) Once approved, the SPMO will contact the supervisor of the applicant and advise that supervisor that sick leave may be used for adoption purposes.

c. Granting of sick leave.

(1) The supervisor of the approved applicant may grant sick leave for the adoptive process under the following guidelines:

(a) Appointments with adoption agencies.

- (b) Appointments with social workers.
- (c) Appointments with attorneys.
- (d) For court proceedings.

(e) Since adoption procedures and requirements differ from locality to locality and from adoption agency to adoption agency, sick leave for other activities related to the adoption may also be appropriate. Except for conditions (a) through (d), SPMO approval will be required for unusual activities related to adoption.

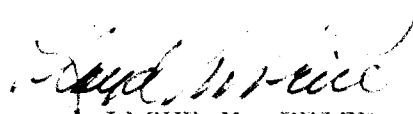
d. Post adoption use of leave.

(1) On the use of sick leave for the purpose of giving care to an adopted child, the same restrictions apply to adopted as to biological children.

(a) Sick leave may be used only if an employee is required to give care and attendance to a child (or other family member) who is afflicted with a contagious disease, as defined in 5CFR630.201(b)(3).

e. The SPMO will maintain records of all requests for use of sick leave for adoptive parents. These records will include the number of employees of each sex who use sick leave for purposes related to adoption and the number of hours of sick leave used by employees of each sex for these purposes.

(1) Once an individual is approved for this program, supervisors must provide to the SPMO, on a biweekly basis, the names and numbers of hours of sick leave used by individuals participating in this program.



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